

Ann Arbor Downtown Development Authority Meeting Agenda
Wednesday, January 8, 2020 12:00 p.m.
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

1. Roll Call
Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss
2. Approval of the Board Meeting Agenda
3. Audience Participation (4 people maximum, 4 minutes each)
 - 1.
 - 2.
 - 3.
 - 4.
4. Reports from City Boards and Commissions
 - Ray Detter, Downtown Area Citizens Advisory Council
5. DDA Members Communications
6. Executive Director Communications
 - DDA retreat/facilitated strategic session, February 4th, 9am-4pm, DDA office
7. Approval of Minutes: December meeting minutes
8. Subcommittee Reports
 - A. Operations Committee – P. Weiss
 - Resolution to Purchase and Install Parking Access and Revenue Control Equipment
 - Monthly Parking & Transportation Reports
 - Ann Ashley free Saturday parking - discussion
 - Maynard office/customer service space - update
 - Next meeting: Wednesday, January 29 at 11 am
 - B. Partnerships/Economic Development Committee – T. Kinley
 - Affordable housing discussion
 - Partner updates
 - Next Committee meeting: Wednesday, February 12 at 9:00 am (DDA only)
 - C. Capital Improvements Committee –J. A.S. Letaw, M. McFarland
 - Next meeting: Wednesday, January 22 at 11 am (one-week later than usual)

D. Finance Committee – B. Guenzel

- Next Committee meeting: Thursday, January 30 at 1:00 pm

E. Executive Committee –K. Orr

- Next Committee meeting: Wednesday, February 5 at 11 am

9. New Business

10. Other Audience Participation (4 minutes each)

11. Adjournment

**Ann Arbor Downtown Development Authority Informational Meeting
Wednesday, December 4 at 12 Noon, DDA Office, 150 S. 5th Avenue, Ann Arbor, 48104**

Mr. Orr said this was the DDA's second Informational Meeting for 2019. Ms. Pollay gave a presentation on DDA projects and impacts.

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, December 4, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: Chair Keith Orr called the meeting to order at 12:14 p.m.

1. ROLL CALL

Present: Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss

Absent: None

Staff: Susan Pollay, Executive Director
Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Kelley Graves, Management Assistant

Audience: Chris Simmons, getDowntown
Mike McKiness, Republic Parking System
Ray Detter, CAC
David Diephuis, Resident
Adam Oxner

2. APPROVAL OF THE BOARD MEETING AGENDA

Ms. Klopf moved and Mr. Weiss seconded the motion to approve the meeting agenda.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

Ms. Todoro-Hargreaves said the State Street District urged the DDA to approve the resolution establishing a budget for People Friendly Streets Projects Phase II. Included in it is a State St area project that will support special events while still enabling businesses to retain parking.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter reported that the December meeting was cancelled; in its place Mr. Detter once again welcomed downtown and near downtown residents to his home for a holiday dinner. There was much food and conversation, and everyone shared thoughts on important issues for the future.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw reported that her next Downtown Hall meeting is scheduled for tonight from 7-8:30 pm in the downtown AADL. And her next Walk and Talk will take place Saturday starting at 10am at the Blake Transit Center. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay noted the January Executive Committee and monthly Board meetings will move one week later to January 8th due to New Year's Day timing; thus on January 8th the Partnerships Committee will meet at 9 am, Executive Committee at 11 am, followed by the Board meeting at Noon. She said there will be a Board Retreat on February 4th; more information will be provided as it becomes available. And she encouraged everyone to attend at least one of the five upcoming public engagement sessions to develop redevelopment concepts including affordable housing on the former Y-lot and the 415 W. Washington property.

7. APPROVAL OF MINUTES

Mr. McKinnon moved and Ms. Klopf seconded the motion to approve the November minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE

Ms. Letaw provided an overview of the CIC discussion surrounding the People Friendly Streets Phase II resolution. She thanked the Board for their high level of engagement on the topic. She said Ms. Miller and City staff member Ms. Deb Gosselin explained the City's CIP process and how the DDA fits in, noting that the DDA can be most impactful when capital projects are aimed in support of City goals including Carbon Neutrality by 2030, Vision Zero, equitable access, and

affordable housing. Ms. Letaw also shared that projects are planned over a six-year cycle and that the DDA is required to include its projects in the City CIP to help with coordination. She noted the importance of the DDA getting its projects annually submitted for inclusion by September or October to respect the process timeline. Lastly, Ms. Letaw shared that watermains and stormwater are infrastructure areas where the DDA can be most impactful to the City.

Ms. Letaw moved and Mr. Guenzel seconded the following resolution:

RESOLUTION TO APPROVE A PROJECT BUDGET FOR PEOPLE-FRIENDLY STREETS PHASE 2

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategy areas, and included transformative and strategically-designed street projects as important tools to achieve DDA goals;

Whereas, In June 2017, the DDA Board prioritized a set of street improvements that became known as the DDA's People Friendly Streets projects, the slate of work included a State Street Improvement Project for which it committed \$1M;

Whereas, In the DDA's FY 20 & 21 budgets, the slate of work was expanded to include another round of project planning & design for additional protected bikeways, upsizing utilities and repairing infrastructure, for which the DDA committed \$2M;

Whereas, The Capital Improvements Committee recommends the DDA Board begin its next round of work by combining planning for its State Street Project in combination with the next round of People-Friendly Streets projects to allow for more public engagement and a broadened transportation, infrastructure, and planning perspective;

Whereas, With a better understanding of construction and utility costs from its first round of People Friendly Streets project, the CIC also recommends the DDA establish a \$10M combined budget, with \$7M for mobility and infrastructure improvements on four downtown streets and \$3M for its State Street Improvement project;

Whereas, Approval of these recommendations by the DDA at this time will enable the DDA to secure its design team and begin partnership discussions with the City in the development of these improvement projects, which will be further informed by public input;

Resolved, The DDA approves combining the planning for its State Street Improvements Project concurrent with its next People Friendly Streets Projects;

Resolved, The DDA Board approves a total project budget of \$10M for People-Friendly Streets Phase 2;

Resolved, the DDA Capital Improvements Committee will bring the DDA subsequent resolutions to approve a design contract and initiate construction.

Ms. Letaw briefly reviewed the information in the packet that provided context for how the planning and design project had been shaped and discussed thus far – noting that State Street is planned for construction in 2021 and that the public engagement process would inform improvements on four other streets. Mr. Weiss said that Executive Committee members felt it would be helpful to capture in the minutes more of the specifics, e.g. which streets, and how the budget was estimated, so future boards will understand how the projects came together. Ms. Miller said that the budget had been assembled based on actual costs for the William St project times four streets, plus \$3M for additional elements that will be decided based on feasibility and the public engagement process, e.g., what is the priority for upsizing water mains and streetscape and should the bikeways be made more substantial with curbing rather than delineators. A question was asked about the infrastructure that had been omitted from the First/Ashley project due to costs; Ms. Miller said the remaining element was a water main on S. Ashley between Huron and Washington, and that the First/Ashley project will be bid using unit prices so this water main can be added if desired after bids are received. Ms. Miller was asked which four streets were anticipated to have protected bikeways; she said that the public engagement process will determine this, but initially Washington, N.U., State, Ann or Catherine, and Division will be put forward for consideration, due to high crash rates, potential water main upsizings, and potential overlap with projects in the City's CIP. She noted that the Housing Commissions planning efforts would further inform.

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Lazarus, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The resolution was approved.

Project Updates: Ms. Letaw said William St is substantially complete. City Transportation will soon install the remaining signs, and permanent pavement markings will be installed in the spring. Pavers and tree installation on Huron are complete for the season, and temporary streetlights will continue to be powered by a generator until DTE powers up the new street lights. Remaining work on the north side will be undertaken next spring.

The next Capital Improvements Committee meeting is scheduled for Wednesday, December 18 at 11 am.

8B. SUBCOMMITTEE REPORTS – PARTNERSHIPS COMMITTEE
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Mr. Kinley said the committee meeting focus had been on mobility. Raymond Hess presented interesting trend data assembled for the updated Transportation Plan, which will have five key

areas of focus: safety, mobility, accessibility for all, healthy people/sustainability and regional connectivity. Matt Carpenter gave an overview of the AAATA's interest in the ground floor of the former YLot for a transit terminal.

Mr. Kinley said there were also a few Partner updates. The Library's Westgate location renovations are complete, and AADL continues to transition away from using the Dewey Decimal System. The City reported on discussions surrounding the contract for recycling service. The Ride reported that AAATA and Regional Transit Authority have partnered to pilot a downtown A2/Detroit transit service which is expected to be begin in January. WCC reported the Iron Workers have renewed their contract for an additional five years, and Mr. Prebo shared enrollment data. DDA staff reported on the status of DDA projects.

8C. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

The November Operations Committee meeting was cancelled due to the Thanksgiving holiday.

The next Operations Committee meeting is scheduled for Thursday, December 19 at 11am, which is one week earlier than usual and on a different day.

8D. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

The November Finance Committee meeting was cancelled due to a lack of agenda items.

The December Finance Committee meeting has also been cancelled due to a lack of agenda. The next Finance Committee meeting will be on Thursday, January 30, 2020 at 1 pm.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Mr. Orr said the Executive Committee reviewed today's meeting agenda.

The next Executive Committee meeting is scheduled for Wednesday, January 8 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Mr. Lazarus moved and Mr. Weiss seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 12:55 pm.

Respectfully submitted,
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, December 11, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Alexandra Dieck, Bob Guenzel, Tyler Kinley, Howard Lazarus
Absent: Micah Bartelme, Marie Klopff, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss
Staff: Susan Pollay, Kelley Graves
Public: David Diephuis

Planning. Mr. Kinley said that the next committee meeting will include Partners and the general topic will be affordable housing; he has asked Jennifer Hall/A2Housing Commission and Marc Norman/UM to attend to share information. He asked for suggestions for the session. Members said it would be helpful to have a map showing affordable housing locations and a graph showing the percentage of affordable housing at various income levels. It was suggested that Ms. Hall be asked what it might take to create a full spectrum of housing options so families and individuals can continue to live in our community, even as they gain or lose income over time. It was suggested that Ms. Hall could use the Partnerships meeting as a dry run for her presentation to City Council a few days later. A question was posed about the particular role DDA might play to support more affordable housing; it was suggested the DDA's niche may be housing affordable at 30%-60% AMI. A question to be considered is whether the DDA could/should serve as an affordable housing developer. It was noted Ann Ashley might be revisited by City Council given concerns about lost parking if 4th/Catherine is used for affordable housing.

Future Agenda Topics: Mr. Kinley asked for 2020 discussion topics. Suggestions included:

- City's carbon neutral goals - Missy Stultz to be invited (February meeting)
- Local business leaders to share concerns, and to provide them with info about the DDA
- Downtown tech corridor – tech reps & SPARK to be invited
- Downtown small businesses – downtown Association reps to be invited
- The train station, including regional transit possibilities

Public Comment: Mr. Diephuis said he was glad to hear about the DDA's involvement in affordable housing and hoped it would continue. He noted that this is a very complex issue and will require commitment to get things done because there will be headwinds along the way.

The next Partnerships Committee meeting will be on Wednesday, January 8 at 9:00 am and will include our partners.

The meeting adjourned at 10:25 am.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, December 4, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: 11:03 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Keith Orr, Susan Pollay

Absent: none

Others: Bob Guenzel, Phil Weiss

Committee actions and discussions

Marijuana Dispensaries. It was noted there have been long lines at the downtown provisioning centers since they began recreational marijuana sales this weekend.

Agenda Review. The Committee reviewed the December monthly meeting agenda. Ms. Pollay said the DDA's second Informational Meeting of the year would be presented at 12noon, followed by the DDA's regular monthly meeting. Ms. Pollay said that the State Street District Executive Director had signed up to speak in support of the resolution to approve the budget for the second phase of People Friendly Streets projects, which included a project in the State Street area. Ms. Letaw noted the importance of the DDA taking action to meet the City's CIP timeline. There was discussion, and agreement to ask staff for clarifying information and metrics behind the budget. Staff would also be asked to share the reasons why certain streets may be proposed to the community as possible locations for future protected bikeways.

DDA Retreat. Ms. Pollay noted the board retreat on February 4th, and said there will be two primary foci. The first will be a conversation about governance and the roles and responsibilities of the board and staff; the second will be a review of the DDA's long-term purpose and affirmation of alignment with the City's commitments to Vision Zero, Climate Action, and Affordable Housing as well as the DDA's goal of downtown commercial vibrancy and unique identity, including the projects the DDA may take on to meet these goals.

There being no other business, the meeting adjourned at 11:45 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Thursday, December 19, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 4

Time: 11:00 am

Present: Robert Guenzel, Tyler Kinley, Darren McKinnon, Keith Orr, Phil Weiss

Absent: Micah Bartelme, Alexandra Dieck, Marie Klopff, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Rishi Narayan

Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves

Others: Mike McKiness/RPS, Chris Simmons/GetDowntown

Public: David Diephuis, Adam Oxner

Parking Access/Revenue Control Equipment: Ms. Hahlbrock said that parking equipment run on Windows 7 won't be supported after early 2020. After careful review of the options, the decision was made to select new software/equipment through an RFP process. The bid was released in October and four dealers submitted responses in November. DDA and RPS staff and a UM Parking Department staff member reviewed the responses. DDA staff recommends the selection of Traffic & Safety Control Systems with a project budget not to exceed \$1,584,533.50 which includes the installation of equipment and software, some additional components and a 10% contingency. Questions were asked and answered, and following discussion there was consensus to bring the resolution to the Board.

Parking Permit Overview: Ms. Hahlbrock provided an overview of the current permit types, rates, policies and the internal waitlist request document used to record requests. Questions were asked and answered. It was noted that some employers want permits so they can pay for employee parking; the EasyPay card is a good alternative. Permits are also valued because they provide a discount over paying by the hour, and they currently guarantee a parking space, unlike the UM parking permit system. These benefits were discussed. For the next meeting staff was directed to propose an accelerated annual rate change schedule through July 2022 at which point the monthly rate would be equivalent to the hourly cost for the same amount of time. Given the request to post a wait list on the DDA website, the committee discussed how this could be done while protecting personal privacy. It was suggested that an interactive document be created where requestors could create an account online. It was also suggested that a management fee be charged and requestors required to renew each year to remain on the list. This discussion will continue at the next meeting.

Ann Ashley /Farmers Market Saturday parking: Ms. Pollay asked if there was interest to bring back free parking at Ann Ashley during Farmers Market Saturdays as a way of supporting the examination of 4th & Catherine lot as a site for affordable housing. Ms. Hahlbrock will bring

information to the next meeting analyzing parking impacts the last time this was done during the Detroit/Fifth Avenue project as part of this discussion.

Maynard Office/Customer Service Space: Ms. Hahlbrock reported on the outcome of her meeting with the architect regarding alternative expansion options for the Maynard office space. The suggestion to move the restroom entrance from the garage to the office area is not feasible as it would require removing the kitchenette and IT area. The other suggestion to expand the office 30 square feet to the east might trigger other issues. Mr. McKinnon suggested acquiring a temporary office pod and placing it in the Ann Ashley structure. It was also suggested that the AAPD/City install a restroom in their substation. No further action to be undertaken at this time.

Parking & Transportation Reports: Mr. Simmons pointed out the section on the Go!Pass program that lists the 60 companies that chose not to renew for 2019-2020 and why.

Curbside Management Study: Ms. Hahlbrock reported that she and Ms. Miller will prepare a RFQ early in the new year.

Library Lane Surface Lot Update: Ms. Pollay shared the City Council resolution directing the City Administrator to discuss with the DDA their wishes for temporary and permanent improvements ahead of the Center of the City Taskforce final report in February.

Public Comment: Mr. Oxner said he agrees with requiring a fee to be on the permit wait list, as this might decrease the number of requests by those that don't truly need them. He said he also agrees that increasing permit rates may incentivize more permits to be returned to the system for use by others. He suggested contacting permit holders to discuss other mobility options. He said he didn't support providing free Farmers Market parking at Ann Ashley, as the opposition to affordable housing on the 4th & Catherine lot isn't about parking, and housing on this site will bring new customers to the Market, People Food Coop, et.

Mr. Diephuis said that liked that UM staff played a role in the parking equipment selection process and hoped they are involved in more projects. He stated the importance of considering the residents who need to park 24/hours a day when discussing the parking permit system.

The meeting adjourned at 1:15 p.m.

The next Operations Committee meeting will be on Wednesday, January 29 at 11:00 am.

Respectfully submitted,
Susan Pollay, Executive Director

RESOLUTION TO PURCHASE AND INSTALL PARKING ACCESS AND REVENUE CONTROL EQUIPMENT

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it manages the Ann Arbor public parking system as a means to help it accomplish its mission;

Whereas, This parking system serves many thousands of users on a daily basis, and parking revenue control equipment is an integral component;

Whereas, Current equipment has reached the end of its useful life, and an RFP for new equipment and software was distributed in October 2019 and four responses were received in November 2019;

Whereas, DDA and Republic Parking staff reviewed the submissions, and input was sought from other parking systems through reference checks and a site visit, and DDA staff recommend approval of the Traffic & Safety Control Systems proposal as best meeting the needs of the DDA parking system;

Whereas, The cost for equipment and installation under this proposal is calculated to be \$1,440,485.00 and it is recommended that an additional 10% be included for other project-related costs for a total project budget of \$1,584,533.50;

Whereas, Funds for this project will come from the DDA's FY20 and FY21 parking budgets;

Whereas, The DDA Operations Committee reviewed this recommendation and endorses its approval by the DDA Board;

RESOLVED, The DDA approves the Traffic & Safety Control Systems proposal for new parking revenue control equipment and software;

RESOLVED, The DDA approves a project budget not to exceed \$1,584,533.50;

RESOLVED, Following review by the DDA Attorney, the DDA authorizes its Executive Director to execute a contract with Traffic & Safety Control Systems for the purchase and installation of this equipment and software.

To: DDA Board
From: Jada Hahlbrock, Manager of Parking Services
Re: Recommendation to purchase parking and revenue control equipment
Date: December 26, 2019

Currently the DDA operates one structure with TIBA brand equipment installed in 2017. Seven other structures and one lot are operated with Amano McGann parking equipment, and much of this equipment has reached the end of its useful life. Of the current Amano equipment, 4 locations have equipment with hardware that is 10-13 years old. Four locations have hardware that is 6-7 years old. The industry standard for equipment life cycle is around 7 years.

Last spring the DDA learned that in early 2020 Amano McGann would stop supporting equipment running on Windows Seven. While the DDA had been planning for a more limited scope of equipment purchases in FY21, this news meant accelerating and expanding that purchase. After weighing options, including upgrading existing equipment, the decision was made to work through a Request for Proposal (RFP) process to select new equipment.

An RFP was released on October 4th. Distribution included direct emails to several dealers and manufacturers, posting on the MITN (Michigan Inter-governmental Trade Network) site, and inclusion on industry solicitation webpages (IMPPI & NPA). Three dealers attended an optional site tour, and four dealers submitted responses.

DDA and RPS staff and a UM Parking Department staff member reviewed the responses. Evaluation criteria included dealer qualifications, system specifications, reporting and dashboard functions, and cost. References were called and a site visit to see proposed equipment was made.

From this review DDA staff recommends the selection of the Traffic & Safety Control Systems proposal. The proposed TIBA equipment will replace existing equipment including gate arms, ticket dispensers, in-lane exit equipment, cashier fee computers, pay on foot kiosks, and other related components. In some locations new components will be added where it makes sense for facility operations and user convenience. Equipment will be replaced at 4th/Washington, 1st/Washington, Maynard, Forest, Liberty Square, Ann Ashley, Library Lane, and S. Ashley.

Having TIBA equipment in place system-wide will allow validation coupons and Easy Pay cards to be used at any location. TIBA also offers a Parking Intelligence dashboard and reporting system that includes more reporting capabilities.

It is recommended that the project budget include a 10% contingency for related project costs, including infrastructure and IT work to facilitate the installation, as well as costs to update informational signage. Funds will come from the DDA's FY20 & FY21 parking budgets. DDA and RPS staff will work with Traffic & Safety to craft an installation schedule that accommodates patterns of use and neighborhood events as best as possible to minimize patron inconvenience.

**Ann Arbor DDA
PARCS Equipment RFP Fall 2019
Bid Tabulation**

	Equipment & Installation	Initial Warranty Cost
Harvey Electric	\$3,009,112.00	\$247,350.00
HUB	\$1,078,846.91	\$247,272.00
Light & Breuning	\$1,327,607.00	2 years included (3 yrs on paystations)
Traffic & Safety	\$1,355,880.42	3 years included

Totals for other recommended components are not included in this tabulation. Components included varied between responses.

Device Counts

Pay in lane 17
Pay on foot 23
Ticket Dispenser 21
Fee Computer 9
AVI Readers 35
Gates 35

Traffic & Safety Proposal including additional recommended components

Equipment & installation \$1,355,880.00
Software \$52,417.00
Validation Printer \$1,000.00
AVI Tags \$24,000.00
Reporting Package \$7,188 (annual fee paid up front)
(these totals may change slightly if quantities are adjusted as part of final contract)

Parking & Transportation Report November 2019

Parking

Special Events in November

11/2	A2SO at Michigan Theater
11/16	UM Football vs. MSU
11/20	Elvis Costello at Michigan Theater
11/24	UMS at Michigan Theater
11/28	Turkey Trot Run
11/30	UM Football vs. OSU

Special Event Meter Bag Fee Waivers/ Free Parking in November

None

Meters

Work this month included preventative maintenance and weather related tasks such as clearing snow from epark kiosk solar panels and adjacent sidewalk areas.

Parking System Maintenance/Equipment/IT

Early preparation work paid off and RPS was ready for the early snow and cold temperatures.

The annual structure restoration work was completed in early November. This year's work included applying over 2 acres of deck coating, repairing 645 SF of concrete, and applying 20,000 LF of caulk and sealant.

Off-Street Operations

Prepay flat rates were in place at Forest, 4th & William and Ann Ashley for the 11/24 home football game. All structures filled. Some remained full for many hours.

DDA and RPS staff met with UM Parking staff for the annual Forest Parking Structure meeting. The facility is co-owned by the City and UM, and staff meets annually to review a maintenance and operations budget and tasks for the upcoming year.

City/DDA Parking Enforcement and Operations Group

A meeting was held on November 21. Upcoming events and enforcement along the William Street bike way were discussed.

Tally Hall Condominium Meeting

No meeting this month. The next meeting will take place in January 2020.

First & Washington Condominium Meeting

The next meeting has yet to be scheduled. The structure opened in late 2013 and a condominium board has yet to be formally established.

Transportation

Bike Parking

Current rentals-November 2019:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 14 of 28 spaces (50%)
- Ann Ashley Bike House Rentals: 38 of 27 spaces (140%)



Go!pass Summary – October 2019 – YEAR END

Total # of companies in program = 429

Total # of active passes (# distributed less deactivations) = 5,225

Total # of unique passes used = 4,048

New go!pass companies for October 2019

- None – set up for November start with new pass year

Engagement for October 2019

Social Media:

- Facebook
 - 1608 Page Likes (+2)
 - 0.35% Page Engagement (benchmark .5-1.0%)
 - 67 Average Daily Reach
 - 67 Organic Reach
 - 0 Paid Reach (no paid posts)
- Twitter
 - .20% Tweet Engagement (benchmark .5-1.0%)
 - 29 Profile Visits (+20)
 - 5,813 tweet impressions (-468)

Quarterly go!pass Ridership

Next reported in January with quarter close.

Other Activities

- Go!pass renewal— The preliminary results are as follows:
 - Companies renewing: 370
 - New Companies: 16 (full list in December report)
 - Companies not renewing: 54 (full list in December report)
- Conquer the Cold is coming on January 1st. The site, as in previous years, will open on December 2nd for test commutes. If any organization is interested in sponsoring the challenge, they should contact the getDowntown office. A prospectus for sponsors is available, and the deadline for sponsorship is 12/9/19. Current sponsors include the City of Ann Arbor, Ann Arbor DDA, Zingerman's, Sweetwaters, Cahoots, and more are currently in negotiations.

- getDowntown is always looking for additional business testimonials on how the program or how go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories or provide staff with information on stories they've heard for follow-up.

Parking & Transportation Report December 2019

Parking

Special Events in December

12/1 UMS at Hill Auditorium
12/6 Midnight Madness and Kindlefest
12/7 UMS at Hill Auditorium
12/13 A2SO at Hill Auditorium
12/15 UM Winter Commencement

Special Event Meter Bag Fee Waivers/ Free Parking in December

12/3 AAPS-Community High School Event \$1,125
12/6 Kindlefest \$2,975

Meters

RPS meter staff worked to complete the meter-related components of the E William bike way project including the removal of meter posts and kiosk on S Fifth Ave. to accommodate library pick up and drop off that was relocated from William.

Meter staff worked to prepare epark batteries for winter. Colder weather and shorter days mean more frequent battery changes.

Parking System Maintenance

Seasonal plantings were added to landscaping at some locations to add color and interest.

Off-Street Operations

RPS operated with a prepay at the Forest, 4th & William, and Ann Ashley structures for the Michigan vs. Ohio State football game. A prepay was in place at Ann Ashley for the Friday night of Midnight Madness & Kindlefest.

RPS staff implemented a more thorough system for tracking elevator issues in the daily reports. The goal is to identify recurring issues more quickly so repairs and upgrades can be planned for.

City/DDA Parking Enforcement and Operations Group

The December meeting is scheduled to take place on December 19th.

Tally Hall Condominium Meeting

No meeting this month. The next meeting will take place in January 2020.

First & Washington Condominium Meeting

The next meeting has yet to be scheduled. The structure opened in late 2013 and a condominium board has yet to be formally established.

Transportation

Bike Parking

Current rentals-December 2019:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 14 of 28 spaces (50%)
- 38 of 27 spaces (140%)



Go!pass Summary – November 2019 – YEAR START

Total # of companies in program = 387

Total # of active passes (# distributed less deactivations) = 5,030

Total # of unique passes used =

New go!pass companies for YEAR START

- Hola Seoul
- Cahoots
- Dynamo Metrics
- Principal Interest, Inc (DBA Nickels)
- Cowork Ann Arbor
- Threespot
- Merithot Creative
- Rae Hoekstra Design
- DTE Energy Trading, Inc.
- Anji Pharmaceuticals
- Chow Asian Street Food
- Multiverse Investments
- Refraction AI
- Joes Pizza
- Regents Field
- Ploria Inc.
- Spencer Restaurant
- Aptible
- The Wax Loft

Engagement for November 2019

Social Media:

- Facebook
 - 1610 Page Likes (+2)
 - 0.36% Page Engagement (benchmark .5-1.0%)
 - 72 Average Daily Reach
 - 72 Organic Reach
 - 0 Paid Reach (no paid posts)
- Twitter
 - .10% Tweet Engagement (benchmark .5-1.0%)
 - 21 Profile Visits (-8)
 - 5,713 tweet impressions (-640)

Quarterly go!pass Ridership

Next reported in January with quarter close.

Other Activities

- Go!pass renewal— The final renewal season results are as follows:
 - Companies renewing: 368
 - New Companies: 19 (see above)
 - Companies not renewing: 60
 - **Unknown (30):**
 - Amanda Dumouchelle Photography
 - Ann Arbor Beer Depot
 - Apples and Oranges
 - Arbor Research
 - Ayaka Japanese Restaurant
 - Barbara Boyk Rust, Ph.D.
 - Billy Holdings, Inc.
 - Breadcrumb Insights
 - Charles Beard, DDS
 - Curtis Commercial
 - Dawn Treader Book Shop
 - Dessous
 - Encore Records
 - Gage Associates, LLC
 - Iglesia Martell Law Firm
 - Lily's Garden
 - Maize & Blue Deli
 - Mediation Training & Consultation Institute
 - Movatic
 - MyFab5
 - Nagomi Sushi
 - PassiveBolt, Inc.
 - Potbelly
 - Tamarind Hill
 - Tasty Green Café
 - Trillium Secure, Inc.
 - Ursa Space Systems
 - Verbena
 - Vintage Financial Services
 - Wazoo Records
 - **No longer in business (10):**
 - Antelope Antiques and Coins
 - China Gate
 - Dessange Salon and Spa
 - Gold Bond Cleaners
 - Gwydion, Inc
 - Heavenly Metal
 - Hunter House Hamburgers
 - Marnee Thai Restaurant
 - Smoke's Poutinerie
 - Trove
 - **Declined (12):**
 - Instacart
 - Jimmy Johns – S. University (note: renewed in December)
 - Kerrytown Market & Shops
 - Mama Satto (ownership change)
 - Metric Marketing
 - Pizza House (do not want to manage passes)
 - Saganworks
 - SGS Towers
 - The Green Door (no current bus users)
 - TKWU Chinese Restaurant (no current bus users)
 - USPS (could not commit to limiting passes to program guidelines)
 - Weegee Hair Studio
 - **Left Downtown (8):**
 - Driven Technology
 - Echo360 Inc.
 - Enterprise for a Sustainable World
 - FarmLogs
 - Michigan Advocacy Program
 - O-X Studio Inc.
 - Oxford Companies
 - STATinMED Research

- Conquer the Cold is coming on January 1st. The site is currently open for test commutes. We are encouraging anyone who uses an alternative to driving alone at least once during the month of January to register for the campaign. A full list of weekly challenges, sponsors, and prizes is being updated and may be found through ConquertheCold.org.
- getDowntown is always looking for additional business testimonials on how the program or how go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories or provide staff with information on stories they've heard for follow-up.